

## The Balancing Act of Creative Leadership

### A Manager's Guide to Putting Work-Life Policy into Practice in your team

#### Half Day Workshop

This workshop is a must for every person interested in how to reconcile the demands of work and life outside work. It can help managers understand the growing demands on staff and encourage a less hectic, more fulfilling life.

Our agenda will include a mixture of individual and group exercises, discussion and coaching covering the following steps:

#### + Step One: Be a Role Model

Develop ideas and actions regarding appropriate behaviours within their specific environment.

#### + Step Two: Clarify Current Direction and Priorities

Consider what more they may need to communicate or clarify to their team in order to ensure that activity is focused on priorities. Analyse flexible working options in relation to current business objectives.

#### + Step Three: Encourage Honesty

Review current culture and practice and develop strategies for open communication and also to consider what concerns they may have around this issue.

#### + Step Four: Flexibility and Support

Review the service deliverables expected of their department, and investigate options for working in different ways to allow for good work and life practices.

#### + Step Five: Develop your people's leadership skills

Identify skillsets and support mechanisms to encourage team members to take responsibility and work smarter rather than harder.

#### + Step Six: Set up Discussion Time

Develop solutions to everyday problems experienced within the group – the focus being away from problems and towards positive change.

#### + Step Seven: Healthy Environment, Creative Culture

Focus on the environment and identify changes that enhance morale and physical energy. An action plan will be developed to ensure that both the physical environment and cultural practices support performance and life balance.